



# SCHOOL NURSE/Office Assistant (Part Time)

**NEEDED: IMMEDIATELY**

**INFORMATION FOR CANDIDATES**

**CLOSING DATE: Open**

**INTERVIEWS: WC 15TH APRIL & 22ND APRIL 2024**





## About Glendower

Glendower Preparatory School, is an all-girls school, situated in superb surroundings in the heart of South Kensington, close to neighbouring Museums and historic landmarks.

As a charitable trust, Glendower is run independently and all profits are directed back into the school, making it a richly resourced educational environment and highly rewarding school to work in.

The school educates over 280 girls from Nursery to Year 6, with each year group running a two form entry.

## Record of Success

Academic results are excellent, due to the focus on highly specialist and individualised teaching and our girls go on to obtain places in the top academic day and boarding schools.

Places at Glendower Prep are gained following an entry assessment held each January; there are waiting lists operating in all age groups across the school as places are oversubscribed.

## The Glendower Approach

Founded in 1895, Glendower is a traditional, yet forward-thinking school with a strong community ethos. Glendower has a rich history of success and is very proud

of its reputation as one of the leading Prep schools in the country. Due to its incomparable location in the heart of South Kensington, Glendower has access to some of the best facilities in the UK, where Drama, PE and Extra-curricular clubs take place. These facilities enable every girl to flourish and unleash their talents in all aspects of school life

## Equal Opportunities

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.

## The Vacancy

Glendower seeks to appoint a person with enthusiasm, energy and commitment, who is willing to learn and undertake further training if required. A part-time role, 9am – 3pm, term-time and all INSET days.

If you believe you have what it takes to further develop your career in a leading Prep School in the heart of West London, we would be excited to hear from you





## What we offer

- Competitive salary
- Generous Pension Scheme
- CPD and career progression opportunities
- Healthy school lunch provided
- Supportive Glendower Community, including colleagues, SLT, governors and parents
- An appointed Staff Liaison
- Golden Ticket Day – an additional day off during term time
- Lively school socials
- Provision of a 1:1 Mindset Coach available to all staff
- Small class sizes

## Primary Purpose of the Role

- To provide the school with a dedicated First Aid Co-ordinator and primary contact for pupils and staff requiring first aid information/support during the school day, showing care and kindness to any person in distress and assessing individual requirements for appropriate action.
- Reports to the Deputy Head

(Pastoral).

## Specific Responsibilities

- To be the primary contact for all serious first aid incidents of pupils and colleagues.
- Manage receipt of pupil medication and permission to administer forms.
- Email distribution to teachers of pupils' daily medical requirements.
- Recording daily visits to the medical room/team for reference and referral to DSL.
- Recording accident slips on iSAMS and all pupil injury and illness related issues, contacting parents as required and collection arrangements if unwell.
- Monitoring first aid supplies and medication and re-ordering as required.
- To maintain the Medical Room and replenish all First Aid bags around school.
- Ensure that student medication accompanies students when they are off campus for any reason during the school day.
- Nasal flu vaccine co-ordination and staff vaccination (annually).
- To ensure that systems and records are in place and maintained to comply with the School's First Aid

Policy and other policies as required.

- To work alongside the Registrar to coordinate and collate the individual Pupil Profiles for each pupil on roll ensuring specific risk assessments are in place where required.
- To liaise with the catering manager to ensure any dietary requirements are catered for and that a pupil risk assessment is in place where required.
- To ensure that all staff members receive accurate and up-to-date information regarding students with particular/serious/chronic health issues.
- To ensure that medical information is entered into the school management information system (iSAMS) and is communicated effectively to all staff.

- To ensure that the list of First Aiders is kept up to date.
- To liaise with the Office Manager to arrange First Aid courses for staff when required. To include asthma awareness and anaphylaxis management.
- To ensure that the AED (Automated External Defibrillator) is kept in working order.
- To perform any other duties as advised by the Office Manager and/or SLT with regards to First Aid.

## Other duties

- Handling confidential information





sensitively

- Supporting administrative duties of other members of office staff and occasionally picking up some of their responsibilities
- Being willing always to be a team player
- Working alone or on skeleton staff in the office
- Assisting with pupil supervision on an ad hoc basis

## Equal Opportunities and Commitment

Commitment to equality of opportunities for all, regardless of gender, disability, religion, and ethnic origin

Demonstrate a commitment to, and awareness of, issues relating to:

- safeguarding and child protection
- promoting the school's vision, values and ethos
- high quality, stimulating learning environment
- relating positively to, and showing respect for, all members of the school and wider community
- ongoing relevant professional self-development

## Our Ethos

Since 1895, Glendower has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Glendower aims to keep a happy balance between the two. During their time with us, we instil the 'Six R's' in every student, resulting in confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.

### Responsibility

Students are responsible for their words and actions, and any consequences these may have.

### Resilience

Students learn from their mistakes and persevere when they find tasks difficult

### Relationships

Students are flexible and prepared to work and play with others. They can recognise when others are upset and make them feel better.

### Readiness

Students take ownership of their learning, from belongings and homework, to listening and responding to instructions.

### Reflection

Students respond to teacher's comments

to help learn and improve, whilst providing thoughtful feedback to others.

### Resourcefulness

Students can use their imagination and think creatively.

## Our Aims

To encourage socially-aware, inclusive and responsible citizens.

To inspire our girls to be autonomous and resourceful learners

To promote reflective learning and intellectual curiosity

To develop courage, perseverance, and resilience.

To foster positive and kind relationships

To prioritise an ethos of responsibility for learning and actions.

To offer a broad and intellectually stimulating curriculum including sport, art, music, drama, and STEM

To spark freedom of choice and thought so that our girls go on to become gamechangers



## The Application Process

Please complete a Glendower Application Form and return it alongside a covering letter addressed to the Headmistress.

Applications should be emailed to [pennickl@glendowerprep.org](mailto:pennickl@glendowerprep.org) and will be considered immediately upon arrival.

Successful candidates will be contacted and interviews will take place on the weeks commencing 15th and 22nd April 2024.

If you would like to discuss the role in more detail, or have any specific questions, please email the above email address.

Glendower Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and DBS vetting. Glendower is an equal opportunities employer.



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